

# *Open Enrollment - May 13-29, 2013*

## *Active Employees*



Don't miss your once-a-year opportunity to enroll or make changes to your Health, Dental, Vision, and Blood Bank coverage!

***Look for your 2013 Open Enrollment package in your mail at home!***

**Remember**, Open Enrollment is your only time each year to change your benefit choices, unless you have a qualifying event during the plan year (i.e. birth or adoption, marriage/civil union or divorce, loss of other coverage).

### **Read your enrollment materials to:**

- Learn more about the health plan options available to you during this Open Enrollment and find out how to choose the medical, dental and vision plan options that ensures you receive the health benefits and services that matter most to you.
- View the new medical plan premiums for State of Delaware active employees effective July 1, 2013 and the dates and locations in each county to attend a benefits health fair scheduled in May 2013.

### **Important reminders!**

- If you cover your spouse in one of the State of Delaware Group Health Insurance health plans, you **MUST** complete a new Spousal Coordination of Benefits form each year during Open Enrollment and anytime your spouse's employment or insurance status changes. ***Failure to complete this form will result in a reduction of spousal benefits.***
- Complete the Spousal Coordination of Benefits form online at [www.ben.omb.delaware.gov/documents/cob](http://www.ben.omb.delaware.gov/documents/cob), no later than May 29, 2013. Once completed, click "Printable Summary" to print a copy of your submission for your records.
- If you cover a dependent under age 26, who turned 21 prior to the end of the 2012 calendar year and is enrolled in one of the State of Delaware Group Health Insurance health plans (with the exception of one of the Consumer Directed Health (CDH) Gold plans), you **MUST** complete an Adult Dependent Coordination of Benefits form during Open Enrollment. ***Failure to complete this form will result in a reduction of adult dependent benefits.*** The Adult Dependent Coordination of Benefits form available at [www.ben.omb.delaware.gov/documents/cob](http://www.ben.omb.delaware.gov/documents/cob), must be completed and turned in to your Human Resources/Benefits Office no later than May 29, 2013.
- For more information and to view a copy of the 2013 Open Enrollment booklet available the week of May 6<sup>th</sup>, please visit, [www.ben.omb.delaware.gov/oe](http://www.ben.omb.delaware.gov/oe).

### **QUESTIONS:**

Please contact your Human Resources/Benefits Office or call the Statewide Benefits Office toll-free at 1-800-489-8933.